



Proposal: Immigration and Relocation Services



Rome - 2019

For years now Soluzioni Pratiche has been providing services to Businesses, Professionals, and the General public, in compliance with bureaucratic formalities and relations with Italian Public Authorities.

Soluzioni Pratiche provides customized assistance, following all the development of the procedure, efficiently and rapidly solving even the most difficult challenge. We assist in a proactive and sensitive way, always taking into account the particular circumstances of each individual.



Immigration Services



Talent scouting program



Relocation services



Additional Services



Immigration Services

Our knowledge of local immigration requirements, as well as the appropriate procedures to follow in each case, ensure that the permits are obtained in the shortest time possible.

Our team of consultants is specialized in immigration services in Italy. We are experts on advising and managing the procedures to obtain all type of residence permits for the transferee and his family.

Residence permit services

- ❖ Case study and preparation of all documents and forms
- ❖ Drawing up of all type of Residence permit applications
- ❖ Application submission assistance
- ❖ Private appointment at the Immigration Office
- ❖ Assistance during the interview and the fingerprints procedure
- ❖ Follow up and constant reporting during the permit processing
- ❖ Collection of the residence permit on private appointment
- ❖ Assistance for residence permit renewal

Government compliance services

- ❖ Tax code issuing
- ❖ Registration of residency to the Municipality
- ❖ National Health care system registration
- ❖ Health card issuing and assignment of treating physician
- ❖ Driver licence conversion
- ❖ Motor vehicle registration

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| Work Authorization/Nulla Osta | <ul style="list-style-type: none"> • Evaluation and identification of the suitable authorization • Detailed indication and preparation of the required documentation • Full supply of all draft for the required statements • On-line registration, preparation and forwarding of the request application • Delivery of the documentation to the Immigration Desk (Sportello Unico) • Signature by proxy on work contract • Withdrawal of the Work Permit receipts |
| Family Authorization/Nulla Osta | <ul style="list-style-type: none"> • Detailed indication and preparation of the required documentation • Full supply of all draft for the required statements • On-line registration, preparation and forwarding of the request application • Delivery of the documentation to the Immigration Desk (Sportello Unico) • Withdrawal of the Family permit and forwarding to destination |
| Registration of residency at the Municipality | <ul style="list-style-type: none"> • Preparation of the required documentation • Fully supply of all drafts for the required statements • Translation of documents and certificates (extra fees) • On-line application for the registration request • Follow up contacts with the Town Hall officers until complete fulfillment of the registration • Assistance for the Local Police residence checking |
| National Health Care System Registration | <ul style="list-style-type: none"> • Preparation of the required documentation • Request by proxy at the local NHS offices |

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| Residence Permit | <ul style="list-style-type: none">• Personal assistance at the Immigration Desk at the arrival• Preparation and forwarding of the permit to stay request at the Post Office• Personal appointment for the fingerprints session• Personal assistance at the Immigration Police Office for the fingerprinting• Assistance for the residence permit withdrawal |
| Italian Tax Code | <ul style="list-style-type: none">• Preparation of the required documentation• Preparation of the forms and of all other backup documents, when required• Application at the issuing office/Agenzia delle Entrate |
| Restricted Area Car Permits | <ul style="list-style-type: none">• Preparation of the required documentation• Preparation of the form for the request• Withdrawal by proxy of the permit |

Talent scouting program

In partnership with ERIFO, our promoter employment and training agency recognized as accredited body by Regione Lazio, we offer a talent scouting program for EXTRA – EU citizens willing to temporarily move to Rome for a job experience.

This program consists in an internship in an Italian company interested in recruiting a professional with no age limits, eager to intensify and reinforce previous knowledge gained through school and past job experiences. We take care of every aspect of the internship and immigration procedures, starting from the draft of the training project. We manage all the bureaucratic and technical steps required for the approval of the project and help and support the future trainee with the VISA application. Once in Italy, the trainee is totally monitored in every phase of the residence permit procedure, the preparation of the application to submit, the fingerprints appointment at the Immigration Office and the permit picking up.

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| Project draft | Professional profile assessment, internship project drafting, Regione Lazio procedure monitoring and follow up |
| Preparation and residence permit request submission | Preparation and forwarding of the application at the Post Office, management of the personal appointment at the Immigration Office |
| Fingerprints appointment assistance | Personal assistance at the Immigration Office on for the fingerprinting session |
| Permit Picking up | Assistance at the Police station for the permit withdrawal |



Relocation Services

In addition to our immigration services we also offer assistance to our clients with our customized relocation projects. It includes two programs we arrange and manage according with the employee needs and agenda.

Orientation program

The orientation tour helps the transferee to visualize his/her life in the new destination. It provides a global vision of the residential areas, housing availability, school, prices, commute to work and other aspects of interest.

Home finding program

We identify the home that best suits the transferee's specific needs and budget. We prepare a tailor-made itinerary according to the search criteria. We protect the transferee's best interests by negotiating the most favorable lease contract conditions.

Once your employee has the keys to his/her new home, Soluzioni Pratiche can help discover the residential area by showing them various places of interest such as the grocery store, the clinic, hospitals, gyms, public transport stations, etc.

Some points of the programs

- Delivery of the Soluzioni Pratiche Welcome Pack (pre-arrival guide – living areas guide – school guide)
- Property viewing program (incl. photos and maps)
- Lease negotiation and signing (summary in English)
- Connection/hook up of all utilities (gas, electricity and water)
- Help line Monday to Friday for 3 months after the entry

Additional Services



In addition, we offer comprehensive services to meet all immigration and relocation needs of your employee.

Additional immigration services

- › Permanent Residence Permit
- › Italian Citizenship
- › Domestic employment
- › Self-employed visa
- › Family reunification
- › Legal Assistance
- › Accommodation suitability certificate
- › Italian language test reservation
- › Certificate translation and legalization
- › Motor vehicle registration
- › Driver licence conversion
- › Civil Status Certificates requests at Public Administration Offices

Additional relocation services

Moving

We coordinate the pick-up, the delivery and the unpacking of the transferee's household goods.

Tenancy management

We arrange appointments and repairs with technicians, plumbers and electricians.

Language training

We provide tailor-made, flexible, adaptable and interesting language training programs.

Departure

We assist you terminating the lease and all other contracts, helping with negotiating the terms for your security deposit return from the landlord.



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